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Democratic Services



LICENSING AND PLANNING POLICY COMMITTEE

Thursday 19 January 2023 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Link for public online access to this meeting:

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The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Steven McCormick (Chair)
Councillor Peter O'Donovan (Vice-Chair)
Councillor Steve Bridger
Councillor Neil Dallen
Councillor Liz Frost

Councillor Rob Geleit
Councillor Julie Morris
Councillor Barry Nash
Councillor Phil Neale
Councillor Peter Webb

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ding'.

Interim Chief Executive

For further information, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for this Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of this Committee. Any person wishing to ask a question at a meeting of this Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Licensing and Planning Policy Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of this Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 5 January 2023**.

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 17 January 2023**.

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 10)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 27 October 2022 the Minutes of the Special Meeting of the Committee held on 21 November 2022, and to authorise the Chair to sign them.

4. FEES AND CHARGES 2023/24 (Pages 11 - 28)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2023.

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**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held on 27 October 2022**

PRESENT -

Councillor Steven McCormick (Chair); Councillor Peter O'Donovan (Vice-Chair);
Councillors Steve Bridger, Rob Geleit, Julie Morris, Barry Nash and Peter Webb

Absent: Councillor Neil Dallen, Councillor Liz Frost and Councillor Phil Neale

Officers present: Rod Brown (Head of Housing and Community), Paul Holliday
(Principal Licensing Officer), Sue Emmons (Chief Accountant) and Dan Clackson
(Democratic Services Officer)

15 QUESTION TIME

No questions were received from members of the public.

16 DECLARATIONS OF INTEREST

No declarations of interest were made by Members in respect of any items of
business on the agenda.

17 MINUTES OF PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Meeting of the
Committee held on 28 July 2022 and authorised the Chair to sign them.

18 2023/24 BUDGET TARGETS

The Committee received a report informing the Committee of the Council's
revenue budget targets presented to the Strategy & Resources Committee. The
report sought guidance on the preparation of the Committee's service estimates
for 2023/24.

The following matters were considered by the Committee:

- a) Council Funding:** The Chief Accountant explained that Local Authorities
expect to receive details of their funding settlement for 2023/24 in mid-
December. A grant was received for 2022/23 to support the increase to
the national insurance contribution, but following news of the reversal of
the increase, it is anticipated that similar funding for 2023/24 will be
withdrawn.

Following consideration, the Committee unanimously resolved to:

- (1) **Note the implications of the budget targets presented to Strategy & Resources Committee on 26 July 2022.**
- (2) **Note that any additional new growth items supported by the Committee will need to be fully funded from existing budgets.**

19 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING POLICY

The Committee received a report summarised by the following: On 26th April 2022 the Licensing and Planning Policy Committee agreed a draft revised Hackney Carriage and Private Hire Licensing Policy to be consulted on. An 8-week public consultation ran from 15 July until 9 September 2022, and the Committee are asked to consider the responses and approve a revised policy which can be recommended for adoption by Full Council.

The following matters were considered by the Committee:

- a) **CCTV:** The Principal Licensing Officer explained that the cameras would be specialist equipment and would use encrypted hard drives to store their data. He stated that if CCTV in vehicles became mandated, the Council would be responsible for the ownership and protection of the data. He confirmed there would be no cost to the Council associated with maintaining the data.
- b) **Number of Hackney Carriages in the Borough:** The Principal Licensing Officer confirmed the number of Hackney Carriages in the Borough has halved since the start of the Covid-19 pandemic.
- c) **Black Cab requirement:** It was noted by the Committee that the Council requires license holders to drive London-style Black Cabs. The Committee considered a possible relaxation to the Black Cab requirement. The Principal Licensing Officer stated that the Council has a target number for wheelchair-accessible vehicles, confirming all Black Cabs are wheelchair-accessible, and advised a reduction in the number of Black Cabs could require an equality impact assessment to ensure any change to the policy would not cause anyone to become disadvantaged.
- d) **Date for new licenses and renewals to be ULEV:** The Committee considered that a date be set for when all new licenses and renewals must be Ultra Low Emission Vehicles (ULEV). The Principal Licensing Officer advised that consultation would be required before such a date could be set.
- e) **Emissions Report:** It was considered by the Committee that a report on Emissions as a matter of high priority be brought to a meeting of the Committee after a period of 6 months, following public consultation and the consideration of the Climate Change Working Group.

Following consideration, the Committee resolved by majority vote (4 voting for, 2 abstaining, and the Chair not voting), to:

- (1) Consider the responses to the public consultation**
- (2) Agree the adoption of the Hackney Carriage and Private Hire Licensing Policy as set out in Appendix 2 of the report**
- (3) Agree that minor changes be delegated to the Head of Housing and Communities in consultation with the Chair of the Licensing and Planning Policy Committee and the Director of Environment, Housing and Regeneration**
- (4) Agree that the Hackney Carriage and Private Hire Licensing Policy as set in Appendix 2 of the report is recommended for approval at Full Council**

The meeting began at 7.30 pm and ended at 8.13 pm

COUNCILLOR STEVEN MCCORMICK (CHAIR)

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**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held at the Council Chamber, Epsom Town Hall on 21 November 2022**

PRESENT -

Councillor Steven McCormick (Chair); Councillor Peter O'Donovan (Vice-Chair);
Councillors Steve Bridger, Neil Dallen, Liz Frost, Rob Geleit, Julie Morris, Barry Nash,
Phil Neale and Peter Webb

Officers present: Victoria Potts (Head of Place Development), Ian Mawer (Planning
Policy Manager) and Dan Clackson (Democratic Services Officer)

20 QUESTION TIME

The Committee received two written questions from members of the public.

The Chair of the Committee gave a verbal response to the first written question.
A supplementary verbal question was asked, and a verbal response was given.

The Chair of the Committee gave a verbal response to the second written
question. A supplementary verbal question was asked, and a verbal response
was given.

21 DECLARATIONS OF INTEREST

No declarations of interest were made by Members in respect of any items of
business on the agenda.

22 LOCAL PLAN - REVISED LOCAL DEVELOPMENT SCHEME

The Committee received a report on the Local Development Scheme (LDS) – a
project plan setting out the timetable to produce new or revised Development
Plan Documents which will form the Council's Local Development Plan.

The following matters were considered by the Committee:

- a) **Additional costs:** The Chair confirmed that there are no known additional
costs expected in relation to the extension to the timeline, and that the
funding for the Local Plan previously brought to the Committee still
stands.
- b) **Additional risks:** A Member enquired as to whether there are any
expected risks additional to those outlined in 3.11 of the report (continued
absence of a 5-year housing land supply and the additional measures

introduced through the Housing Delivery Test). The Chair confirmed that a risks and issues log is being kept and monitored, and there are no additional risks that could cause further delay expected to come forward.

- c) **Revisions to the NPPF:** The Planning Policy Manager explained that changes to the National Planning Policy Framework and Planning Practice Guidance at a more advanced stage in the Local Plan preparation could cause a delay and was listed amongst the risks as set out in the Appendix to the report. He confirmed that close monitoring of national changes will be required, and that any changes would be dealt with as and when they arise, when information becomes available to proceed as required.
- d) **Resources for programme slippage:** The Head of Place Development confirmed that the Local Plan budget set aside for progressing to Regulation 19 has taken into account the resources that will be required in order to deal with potential programme slippage that could be caused by a high level of response during public consultation.
- e) **Potential delays following 2023 local elections:** A Member enquired about the challenges that could be faced as a result of the potential changes to Council Membership following the May 2023 local election, in the event that the Local Plan is delayed by unforeseen circumstances. The Chair explained that the evidence base would exist and the Officers' background tasks would be complete, but some items may need to be revisited. He clarified that it is difficult to accurately predict what effects such an eventuality might have on the Local Plan until it occurs. The Head of Place Development confirmed that the risk is listed on the risk register.

Following consideration, the Committee unanimously resolved to:

- (1) **Consider and approve the revised Local Development Scheme (November 2022) at Appendix 1 of the report.**

The meeting began at 7.30 pm and ended at 8.02 pm

COUNCILLOR STEVEN MCCORMICK (CHAIR)

FEES AND CHARGES 2023/24

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Place Development Fees and Charges 2023/24 Appendix 2 – Place Development Fees and Charges 2022/23 Appendix 3 – Licensing Fees and Charges 2023/24

Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2023.

Recommendation (s)

The Committee is asked, subject to the approval of the Council, to:

- (1) agree the fees and charges for 2023/24 as set out at Appendices 1 and 3.**

1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Licensing and Planning Policy Committee for 2023/24.

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 14 February 2023. To enable the budget to be finalised, the policy committees are asked to recommend fees and charges covering the services for which they are responsible.

- 2.2 In May 2022, Full Council agreed the Constitution which introduced a number of changes in committee responsibilities. Consequently, the budgetary responsibility for Place Development and Licensing budgets changed from Environment and Safe Communities Committee to Licensing and Planning Policy Committee.
- 2.3 The constitutional changes assign responsibility for agreeing the fees and charges for Place Development and Licensing to this committee. The fees and charges for this committee for previous years were agreed at the January meetings of the Environment and Safe Communities Committee.
- 2.4 The current economic climate creates uncertainty and difficulties for budget setting. To this end, the budget guidelines agreed by Strategy and Resources in September 2022 included an overall increase in revenue discretionary fees and charges of 6%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.5 The fees and charges presented in this report are discretionary charges only. For discretionary charges, there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.6 There are a number of charges set externally that the Council has no power to alter. This restricts to Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.7 Within this committee, the charges which are set externally are statutory planning application fees, for which the income budget is £456k; and statutory fees for the licensing of liquor and gambling establishments, for which the income budget is £76k. As these charges are outside the control of the Council, the income budget has not been increased for 2023/24.
- 2.8 When preparing budget estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.9 Members should refer to the revenue budget report on this agenda for an overview of the Committee's budget position.
- 2.10 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one-off services or items not included in the fees and charges schedule.

3 Proposals

- 3.1 The proposed fees and charges for 2023/24 are set out at Appendices 1 and 3 to this report. The main variations in fees and charges for each service area outside the range of an increase between 6% and 10% are set out below:

Place Development

- 3.2 Following service improvements within the Development Management team, the fees and charges for 2023/24 have been completely overhauled to simplify them and ensure they are fit for purpose. The new charges are listed in Appendix 1 and the simplification of charges means a direct comparison to the previous year's fees and charges is not meaningful. Therefore the 2022/23 fees and charges have been detailed separately in Appendix 2 for information.
- 3.3 The table in section 5 of this report therefore does not include a split between the increase in income budget attributable to tariff increases and that attributable to volumes for Place Development.
- 3.4 Some Development Management services, such as Planning Performance Agreements, are bespoke and tailored to the specific development. A list of Officer hourly rates is therefore detailed in Appendix 1 to form the basis of the calculated fee. For these fees it has been possible to provide a comparison with the previous year.
- 3.5 Although for the majority of Place Development fees it has not been possible to provide a direct comparison with the previous year, when compiling the proposed new fees and charges, the current rate of inflation and proposed increase in income budgets has been taken into account.

Licensing

- 3.6 Licensing has also seen some degree of fee restructuring, with some fees being retired and new fees introduced, for example the thresholds for taxi operator licences. Where a direct comparison with the previous year is possible this has been included.
- 3.7 A number of fees and charges within Licensing have remained unchanged for 2023/24. In most regulatory areas, local authorities are restricted from generating profits on the service provided. Epsom & Ewell has seen a significant increase in taxi operators choosing to be licensed within the borough, therefore the increased business results in increased income to the Council.
- 3.8 To ensure the income generated by regulatory licensing does not significantly exceed the costs of delivering the service, some fees have been held at the 2022/23 level. This strategy also goes to support the trade which the Council relies upon to maintain the safety of the night-time economy.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

4.1.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.

4.1.2 The current economic crisis has resulted in some instances in reduced revenue from fees and charges.

4.2 Crime & Disorder

4.2.1 None for the purposes of this report.

4.3 Safeguarding

4.3.1 None for the purposes of this report.

4.4 Dependencies

4.4.1 None for the purposes of this report.

4.5 Other

4.5.1 None for the purposes of this report.

5 Financial Implications

5.1 The discretionary fees and charges income budget for Development Management for 2022/23 is £169k, therefore the inflationary increase of 6% is £10k. The discretionary fees and charges income budget for Licensing for 2022/23 is £231k, therefore the inflationary increase of 6% is £14k.

5.2 At its meeting in July, Strategy & Resources Committee sought additional budget savings or income generation opportunities from committees to help address the budget deficit for 2023/24, which is forecast to reach £2.6m by 2025/26. Savings identified within this committee were an additional £25k of income within Development Management and £40k of additional income within Licensing.

5.3 The impact of the proposed fees and charges for services in 2023/24 is set out below:

	Increase in income budget target (6% of prior year) £'000	Total increase or (decrease) due to changes in tariffs £'000	Variation resulting from changes to volumes £'000	Variation between target and total change £'000
Place Development	10	N/A	N/A	25
Licensing	14	0	54	40
Total	24			65

5.4 The proposed charges will generate an additional estimated income of £89k. This has been taken into account in the budget to be presented to Council next month.

5.5 Overall, the effect of increased charges, combined with the anticipated change in volumes is that Licensing and Planning Policy Committee income budgets are higher than the targeted budgeted income from fees and charges by £65k.

5.6 The revised level of income has been included in the medium-term financial strategy to contribute towards a balanced budget over the next four years. A detailed breakdown of the 2023/24 budget can be found in the budget report included on this agenda.

5.7 **Section 151 Officer's comments:** all financial implications are included within this report.

6 Legal Implications

6.1 There are no specific issues arising from this report, but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.

6.2 **Legal Officer's comments:** There are no direct legal implications arising from this report. Under section 1 of the Localism Act 2011 a local authority has a general power of competence. This grants a local authority the power to do anything that individuals generally may do. The general power of competence is subject to limitations on charging imposed by section 3 of the Localism Act 2011. Section 3 of the Localism Act 2011 permits a local authority to charge up to full cost recovery for discretionary services provided that there is no statutory duty to provide the service and the recipient agrees to its provision.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council.
- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** none for the purposes of this report.
- 7.4 **Sustainability Policy & Community Safety Implications:** none for the purposes of this report.
- 7.5 **Partnerships:** none for the purposes of this report.

8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Budget Targets Report – Licensing and Planning Policy Committee on 27 October 2022.
- Fees and Charges 2022/23 – to Environment and Safe Communities Committee on 25 January 2022.

Other papers:

- Revenue Budget 2023/24 report – on this agenda.

Development Management – Fees and Charges 2023/24

Householder pre-application advice fees – from 1 April 2023

Advice Type	Fee Including VAT (£)
Householder - written response only	220
30-minute in office meeting and written summary / with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	280 / 320
Follow up written comments per additional set of drawings (within 3-month timescale)	50

Change of use to a building or land pre-application advice fees – from 1 April 2023

Change of Use of a Building or Land where the proposal does not constitute Minor or Major development - NB this would include a change of use of the land to additional residential garden; paddocks; and buildings to non-residential use

Advice Type	Fee Including VAT (£)
Up to 1-hour in-house meeting and written summary/ with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	420 / 580
Up to 1-hour onsite meeting and written summary/ with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a residential listed building)	450 / 610
Follow up written comments upon per additional set of drawings (within 3-month timescale)	180

Creation or replacement of a single dwelling house or residential annex – from 1 April 2023

Note: in excess of 1 but below 10 units constitutes Minor development

Advice Type	Fee Including VAT (£)
Up to 1-hour in-house meeting and written summary/ with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.	420 / 580
Up to 1-hour onsite meeting and written summary/ with specialist advice (e.g., where the proposal falls within a conservation area and/or the setting of a listed building, or involves works to a listed building, specialist advice is required and is charged as follows.	450 / 610
Follow up written comments upon per additional set of drawings (within 3-month timescale)	180

Minor development pre-application advice fees – from 1 April 2023

Note: more than 1 unit but less than 10 units

Advice Type	Fee Including VAT (£)
Written summary only/ with specialist advice	1,600 / 1,700
Up to 1-hour inhouse meeting and written summary/ with specialist advice	2,100 / 2,200
Additional 1-hour inhouse meetings and written summaries/ with specialist	595 / 695
Follow up written comments per additional set of drawings	400

Major development pre-application advice fees – from 1 April 2023

Advice Type	Fee Including VAT (£)
Small major development (includes Heritage Assets/ Urban Design) 10-49 units New building has between 1000 and 2499 sqm of floor space Or the site is between 0.5 and 1.99 hectares (where you don't know the floor space).	
Up to 1-hour meeting and written summary	4,500
<i>Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or received a refusal of planning permission for a similar development on the same site in the last three months.</i>	
A subsequent meeting with a planning officer and written comments	1,095
Large major development (includes Heritage Assets/ Urban Design) If your new building has between 2500 and 4999 sqm of floor space 50+ units Or the site area is up between 2.0 and 4.99 hectares (where you don't know the floor space)	
Meeting and written summary	8,190
<i>Subsequent follow up advice – if you have: already received advice about a similar development on the same site in the last three months or received a refusal of planning permission for a similar development on the same site in the last three months.</i>	
A subsequent meeting with a planning officer and written comments	1,640

Other pre-application advice fees – from 1 April 2023

Advice Type	Fee Including VAT (£)
<p>Strategic Development Your new building has 5000 or more sqm of floor space – 100 or more dwellings The site area is 5 or more hectares (where you don't know the floor space)</p>	<p>Planning Performance Agreement - Separate set of Fees EEBC can offer a tailored service to developers in regard to the above advice types. These can include meetings with elected members including ward members and members of the Planning Committee. We can negotiate compliance with conditions during the course of construction and through the redevelopment and conversion of listed buildings with the appropriate specialist advisors offering direct and timely contact with Officer's.</p>
<p>Post-Application Conditions Advice Some developments may result in conditions which you may wish to discuss in more detail with the Planning Officer to consider your options. Particularly where there are requirements for particular materials. Officers can advise on the requirements in consultation with specialist advisors where applicable. Agreed through a PPA. Advice from Officers specialising in the Heritage Assets, Urban Design or Landscaping may also be required and is included where required.</p>	<p>(1-15 conditions) 3,275 (15+ conditions) 5,460</p>

Copy documents – from 1 April 2023

Copy documents	Fee (£)
Tree Preservation Order	Each 32.00
Planning Decision Notice	Each 15.00
S106 etc.	Each 21.00
Enforcement Notice	Each 17.00

Planning Policy

Self and Custom Build Register – from 1 April 2023

Self and Custom Build Register	Fee (£)
Registration Fee	Per Entry 35.00
Fee to remain on the register (annual)	Per Entry 7.50

Officer Rates – from 1 April 2023

Officer Role	Unit	2022/23 (£)	2023/24 (£)	Change
Officer Rate - Head of Place Development	Per hour	216	229	6.0%
Officer Rate - Planning Development and Enforcement Manager	Per hour	185	197	6.5%
Officer Rate - DM Principal Planning Officer	Per hour	124	132	6.5%
Officer Rate - DM Planning Officer	Per hour	106	113	6.6%
Officer Rate - Enforcement Officer	Per hour	93	99	6.5%
Officer Rate - Principal Policy Officer	Per hour	124	132	6.5%
Officer Rate - Policy Officer	Per hour	106	113	6.6%
Officer Rate - CIL and S106 Officer	Per hour	148	157	6.1%
Officer Rate - Planning Policy Manager	Per hour	185	197	6.5%
Officer Rate - Urban Design Officer	Per hour	106	113	6.6%
Officer Rate - Conservation and Design Officer	Per hour	106	113	6.6%
Officer Rate - Tree Officer	Per hour	106	113	6.6%
Officer Rate - Environmental Health Officer	Per hour	124	132	6.5%
Officer Rate - Highways Officer	Per hour	124	132	6.5%
Officer Rate - Strategic Housing Manager	Per hour	185	132	6.5%
Officer Rate - Business Support Assistant	Per hour	74	79	6.8%

Description	Unit	2021/22	2022/23	Change
Listed Building Consent	Meeting and advice note	550	570	3.6%
Listed Building Consent - Extensions	Meeting only	465	480	3.2%
Shopfronts	Meeting only	350	360	2.9%
Shopfronts (Listed Building)	Meeting and advice note	550	570	3.6%
OTHER: Small minors - adverts, dropped kerbs	Meeting (up to 1hr) and advice note	600	620	3.3%
OTHER: Small minors - adverts (inc listed building)	Meeting (up to 1hr) and advice note	850	875	2.9%
Planning Performance Agreements	1-15 conditions	3,000	3,090	3.0%
Planning Performance Agreements	15+ conditions	5,000	5,150	3.0%
Pre-App advice Non-residential up to 99m2	Meeting (up to 1hr) and advice note	600	620	3.3%
Pre-App advice Non-residential 100-499 m2	Meeting (up to 1hr) and advice note	1,250	1,290	3.2%
Pre-App advice Non-residential 100-499 m2	Any subsequent meeting (up to 1 hr) and advice note	600	620	3.3%
Pre-App advice Non-residential 500-999 m2	Meeting (up to 1hr) and advice note	2,275	2,345	3.1%
Pre-App advice Non-residential 500-999 m2	Any subsequent meeting (up to 1 hr) and advice note	600	620	3.3%
Pre-App advice Non-residential 1,000-1,999 m2	Meeting (up to 1hr) and advice note	3,120	3,215	3.0%
Pre-App advice Non-residential 1,000-1,999 m2	Any subsequent meeting (up to 1 hr) and advice note	720	745	3.5%
Pre-App advice Non-residential 2,000-9,999m2	Meeting (up to 1hr) and advice note	6,600	6,800	3.0%
Pre-App advice Non-residential 2,000-9,999m2	Any subsequent meeting (up to 1 hr) and advice note	900	930	3.3%
Pre-App advice Non-residential 10,000+ m2	Meeting (up to 1hr) and advice note	POA	0	0.0%
Pre-App advice Non-residential 10,000+ m2	Any subsequent meeting (up to 1 hr) and advice note	POA	0	0.0%
Pre-App advice Residential Householder	Oral advice only	150	155	3.3%
Pre-App advice Residential Householder	Meeting and note	250	260	4.0%
Pre-App advice Residential 1-5 dwellings	First meeting (up to 1hr) or written planning advice	1,250	1,290	3.2%
Pre-App advice Residential 1-5 dwellings	First meeting (up to 1hr) and written planning advice	1,775	1,830	3.1%

Description	Unit	2021/22	2022/23	Change
Pre-App advice Residential 1-5 dwellings	Any subsequent meeting (up to 1 hr) or advice note	575	595	3.5%
Pre-App advice Residential 6-9 dwellings	First meeting (up to 1hr) or written planning advice	2,000	2,060	3.0%
Pre-App advice Residential 6-9 dwellings	First meeting (up to 1hr) and written planning advice	2,275	2,345	3.1%
Pre-App advice Residential 6-9 dwellings	Any subsequent meeting (up to 1 hr) or advice note	575	595	3.5%
Pre-App advice Residential 10-24 dwellings	First meeting (up to 1hr) and written planning advice	3,500	3,605	3.0%
Pre-App advice Residential 10-24 dwellings	Any subsequent meeting (up to 1 hr) or advice note	1,000	1,030	3.0%
Pre-App advice Residential 25-49 dwellings	First meeting (up to 1hr) and written planning advice	4,750	4,895	3.1%
Pre-App advice Residential 25-49 dwellings	Any subsequent meeting (up to 1 hr) or advice note	1,000	1,030	3.0%
Pre-App advice Residential 50-99 dwellings	First meeting (up to 1hr) and written planning advice	7,500	7,725	3.0%
Pre-App advice Residential 50-99 dwellings	Any subsequent meeting (up to 1 hr) or advice note	1,500	1,545	3.0%
Pre-App advice Residential 100+ dwellings	First meeting (up to 1hr) and written planning advice	POA	0	0.0%
Pre-App advice Residential 100+ dwellings	Any subsequent meeting (up to 1 hr) or advice note	POA	0	0.0%
Telecoms - not PD	Per note	360	370	2.78%
Telecoms masts/equip 10+ sites	Per note	3,100	3,195	3.06%
TREES: TPO,CAT, Landscaping Plans	Per note (visit at officer's discretion)	155	160	3.23%
Concept Meetings - Residential 1-9 and/or commercial >100m2	One meeting (up to 1 hour) no note	500	515	3.00%
Concept Meetings - Major residential or commercial	One meeting (up to 1 hour) no note	750	775	3.33%
Full (PPA) residential 10-49 dwellings, non-residential 1000-2499m2, 1000-3999m2 industrial / warehousing	4 meetings	12,500	12,875	3.00%
Full (PPA) residential 10-49 dwellings, non-residential 1000-2499m2, 1000-3999m2 industrial / warehousing	Additional meeting	1,000	1,030	3.00%
Full PPA Residential 50-99 dwellings, Non-residential 2500-4999m2, 4000-7999m2 industrial / warehousing	4 meetings	15,000	15,450	3.00%
Full PPA Residential 50-99 dwellings, Non-residential 2500-4999m2, 4000-7999m2 industrial / warehousing	Additional meeting	1,000	1,030	3.00%

Description	Unit	2021/22	2022/23	Change
PPA Residential 100 -150 dwellings, non-residential up to 100,000 industrial/warehousing	4 meetings	17,500	18,025	3.00%
PPA Residential 100 -150 dwellings, non-residential up to 100,000 industrial/warehousing	Additional meeting	1,000	1,030	3.00%
Planning Performance Agreement (PPA) residential over 150 dwellings, non-residential over 10,000 sqm	Bespoke	POA	0	0.00%
Officer Rate -Head of Planning	Per hour	210	216	0.00%
Officer Rate -Planning Development Manager	Per hour	180	185	2.78%
Officer Rate -DM Principal Planner	Per hour	120	124	0.00%
Officer Rate -DM Planner Senior	Per hour	102	106	3.92%
Officer Rate -DM Planner	Per hour	90	93	3.33%
Officer Rate -Enforcement Officer	Per hour	90	93	3.33%
Officer Rate -Principal Policy Officer	Per hour	120	124	3.33%
Officer Rate -Senior Policy Officer	Per hour	102	106	3.92%
Officer Rate -CIL and S106 Officer	Per hour	144	148	2.78%
Officer Rate -Monitoring Officer	Per hour	84	87	3.57%
Officer Rate -Planning Policy Manager	Per hour	180	185	2.78%
Officer Rate -Urban Design Officer	Per hour	102	106	3.92%
Officer Rate -Senior Conservation Officer	Per hour	102	106	3.92%
Officer Rate -Tree Officer	Per hour	102	106	3.92%
Officer Rate -Environmental Health Officer	Per hour	120	124	3.33%
Officer Rate -Highways Officer	Per hour	120	124	3.33%
Officer Rate -Strategic Housing Officer	Per hour	120	124	3.33%
Officer Rate -Business Support Assistant	Per hour	72	74	2.78%

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Description	Unit	2022/23	2023/24	% Change
Acupuncture, earpiercing and electrolysis				
New (2 or more practitioners)	Per licence	390.00	415.00	6.4%
New (small business - 1 practitioner)	Per licence	320.00	340.00	6.3%
Register additional named qualified practitioners	Per licence	100.00	105.00	5.0%
Animal Welfare				
Hiring Horses	Per licence	210.00	222.00	5.7%
Hiring Horses - 1 or 2 horses	Per Application	375.00	400.00	6.7%
Hiring Horses - Over 10 horses	Per Application	495.00	525.00	6.1%
Hiring Horses 3 to 10 horses	Per Application	435.00	460.00	5.7%
Animal Welfare - Pet Shop	Per Licence	180.00	190.00	5.6%
Animal Welfare - Pet Shop - 1 or 2 species	Per Application	255.00	270.00	5.9%
Animal Welfare - Pet Shop - 3 or more species	Per Application	375.00	395.00	5.3%
Animal Welfare - Keeping or Training animals for exhibition				
Performing Animals (plus veterinary costs as incurred)	Per application	375.00	395.00	5.3%
Performing Animals - Ad hoc	Per Event	60.00	64.00	6.7%
Performing Animals (plus veterinary costs incurred)	Per licence	60.00	64.00	6.7%
Animal Welfare (Boarding, Day Care, Breeding, Kennels & Catteries)				
Initial Fee (New) plus licence fee as scoring matrix	Per licence	180.00	190.00	5.6%
Existing licence	Per 1 Year licence	375.00	395.00	5.3%
Existing licence	Per 2 Year licence	445.00	470.00	5.6%
Existing licence	Per 3 Year licence	580.00	615.00	6.0%
Variation to reduce number of animals	Per Application	30.00	32.00	6.7%
Variation/Star Rating	Per Application	90.00	95.00	5.6%
Additional/Advisory Visits	Per visit	60.00	65.00	8.3%
Transfer following death of Licensee	Per Application	30.00	32.00	6.7%
Animal Welfare Additional Activities	25% of standard fee	0.00	0.00	N/A

Description	Unit	2022/23	2023/24	% Change
Other Licences				
Caravan Site - New	Per licence	390.00	420.00	7.7%
Caravan Site - Renewal	Per licence	390.00	420.00	7.7%
Licensing - Rapid Service Fee	25% Additional to Standard Fee	0.00	0.00	N/A
Replacement Registration/Badge	Per registration	27.50	28.00	1.8%
Replacement/Copy of Licence (from 'Other' Category)	Per licence	27.50	28.00	1.8%
Scrap Metal Dealers - Collector New	Per Licence	380.00	380.00	0.0%
Scrap Metal Dealers - Collector Variation	Per Application	380.00	380.00	0.0%
Scrap Metal Dealers - Site New	Per Licence	480.00	480.00	0.0%
Scrap Metal Dealers - Site Variation	Per Application	480.00	480.00	0.0%
Tattooing- Register Business Premises and all Listed Qualified Practitioners- New	Per licence	450.00	450.00	0.0%
To keep dangerous wild animals (veterinary costs)	Per licence	310.00	310.00	0.0%
Zoo Licence - 6 year renewal	Per licence	6,600.00	7,000.00	6.1%
Zoo Licence - Grant (4 year licence)	Per licence	4,400.00	4,665.00	6.0%
Sex Establishment				
New Licence (Shops, sex encounter premises & cinemas)	Per licence	5,950.00	6,250.00	5.0%
Transfer application	Per Application	360.00	360.00	0.0%
Variation or renewal	Per licence	3,080.00	3,275.00	6.3%
Variation or renewal no Hearing	Per licence	1,600.00	1,700.00	6.3%

Description	Unit	2022/23	2023/24	% Change
Vehicle Licensing				
Duplicate/replacement licence	Per item	18.00	18.00	0.0%
Hackney carriage Change of vehicle	Per transfer	0.00	160.00	?
Hackney Carriage Drivers	Epsom & Ewell only - 3 years	220.00	220.00	0.0%
Hackney Carriage transfer fee on change of vehicle	Epsom & Ewell only	95.00	100.00	5.3%
Hackney Carriage transfer fee on change of vehicle	Dual licensed	135.00	135.00	0.0%
Hackney Carriage Vehicles	Epsom & Ewell only	330.00	330.00	0.0%
ID badge	Per item	23.00	23.00	0.0%
Internal Plate and holder	Per item	13.00	13.00	0.0%
Knowledge Test (First)	Per test	95.00	95.00	0.0%
Knowledge Test (School run only)	Per test	0.00	45.00	?
Missed appointment (without notice excuse) or reasonable	Per appointment	65.00	65.00	0.0%
Private Hire - transfer fee on change of vehicle	Per transfer	100.00	100.00	0.0%
Private Hire Change of vehicle	Per transfer	0.00	160.00	?
Private Hire Drivers	Three years	285.00	285.00	0.0%
Private Hire Operators alternative annual licence	One year (1/3 fee of 5 years licence)	0.00	0.00	?
Private Hire Operators New/Renewal 1-5 vehicles	Five years	0.00	1,170.00	?
Private Hire Operators New/Renewal 26+ vehicles	Five years	0.00	2,220.00	?
Private Hire Operators New/Renewal 6-25 vehicles	Five years	0.00	1,700.00	?
Private Hire Vehicle (Hybrid/Electric Vehicle)	One year	250.00	250.00	0.0%
Private Hire Vehicles	One year	320.00	320.00	0.0%
Replacement HCV plate	Per item	32.00	32.00	0.0%
Replacement Plate	Per item	22.00	22.00	0.0%

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